



TEXAS STATE LIBRARY
AND
ARCHIVES COMMISSION

Notice of Funding Opportunity

State Fiscal Year (SFY) 2024



NEW Annual Texas Workforce Conference Scholarship Guidelines

Application Due Date:
Sunday, October 1, 2023

Library Development & Networking Division
August 2023

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**Comments regarding the programs and services of the
Texas State Library and Archives Commission can be addressed to:
Director and Librarian**

P. O. Box 12927 📍 Austin, Texas 78711-2927
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A. Program Description

Goals and Purposes

The Texas State Library and Archives Commission (TSLAC) will fund time-sensitive scholarships to library staff to attend the 26th [Annual Texas Workforce Conference](#) in Houston, Texas, which is scheduled for November 29 – December 1, 2023. The scholarship will fund conference registration, travel within the United States, lodging, meals, and incidentals.

The scholarship program's goal is to provide and expand access to professional development opportunities that enhance the skills of the current library workforce and library leadership, and to advance the delivery of library and information services.

Attending the Annual Texas Workforce Conference will allow scholarship recipients to build a network of other library and non-library professionals working to improve access to workforce development services, which can include but are not limited to adult education, digital literacy, and many more services for job seekers, entrepreneurs, and small businesses.

After the conference, TSLAC will reconnect with scholarship recipients to gather their experiences to create a more streamlined application process and to promote similar workforce development educational and networking opportunities in the future.

About the Annual Texas Workforce Conference

The [Texas Workforce Commission](#)'s Annual Texas Workforce Conference will be co-hosted with The Texas Chapter of The International Association of Workforce Professionals, and it is one of several events that TWC provides for professionals in the fields of workforce development, economic development, adult education, and other partners that support job-seeker and businesses.

Scholarship recipients will be responsible for making travel arrangements themselves; no travel assistance will be provided by Texas State Library staff during the reservation process.

Keep in mind for the future that if you would like to submit a proposal to be a presenter in a workshop for the 2024 conference, favorite and regularly check the Texas Workforce Commission's [events page](#) to see the next announcement for proposal submissions.

B. Award Information

The Texas State Library and Archives Commission expects to award up to 20 scholarship packages through this opportunity.

The library staff chosen to receive the Annual Texas Workforce Conference Scholarship will receive a one-time state-funded travel stipend of up to \$5,000 to cover conference registration and expenses such as travel, lodging, meals, and incidentals (transportation, shuttle, parking fees, etc.) incurred while attending the conference.

Scholarship Recipient Expectations

Before attending the conference, participants will:

- Register for the [Annual Texas Workforce Conference](#) by November 1, 2023.

- Notify TSLAC as soon as possible if a participant is unavailable to attend the training, or becomes ineligible to attend (e.g., accepts a different position within the library or leaves employment at the library), or would like to request approval for a different qualified participant to attend.
- Request that your governing authority execute a Memorandum of Understanding (MOU) with TSLAC to receive a stipend to attend the [Annual Texas Workforce Conference](#).

During the conference, participants will:

- Attend and track conference sessions and networking opportunities.

After the conference, participants will:

- Submit the mandatory post-conference scholarship participation survey.
- Scholarship recipients may also provide TSLAC with additional feedback by email, phone, or video conference **if** they indicate in the post-conference participation survey that they would be open to sharing more detailed, clarifying information, which will help TSLAC improve its processes and promotion of workforce development training opportunities and services.

C. Eligibility Information

Eligibility to apply for the Annual Texas Workforce Conference scholarship requires the following:

1. Through their governing authority accredited public libraries are eligible to apply for funds.
2. Public library applicants must be accredited by TSLAC for the current state fiscal year and the state fiscal year in which the conference activities take place.
3. Participants are library staff.

Eligible Expenses

Please note the following regarding the conference travel stipend:

- Lodging, as well as rates for meals and incidentals, must follow the rates found at [GSA.gov](https://www.gsa.gov) and must not exceed 5 nights.
- All mileage must be verified by Google maps showing any needed car travel and must fall within GSA per diem limits. If using your personal vehicle, please use mileage rate of 65.5 cents. To determine if a personal vehicle or rental vehicle should be used, use the worksheet found at <https://fmxcpa.texas.gov/fmx/travel/mileage>.

Please visit the Texas Workforce Commission's [event webpage](#) to access more information about the event location.

Annual Texas Workforce Conference Estimated Costs

The following is an estimate of the costs associated with attending the conference. The estimate was developed in accordance with state and federal guidelines as of August 2023.

**Note: All scholarship applicants will need to submit a detailed estimate for their travel using the most cost-effective option.*

Expense	Low Estimate	High Estimate
Conference Registration	\$450	\$500
Hotel (<i>not to exceed five nights</i>) Houston, TX - \$122 GSA (as of Aug. 2023) Conference hotel – approx. up to \$475/night (as of Aug. 2023)	GSA rate \$610	Conference hotel \$2,375
Flight Estimated costs as of Aug. 2023	\$299	\$597
Meals \$69/day, \$51.75 first & last day of travel (as of Aug. 2023)	\$310.50	\$310.50
Ground Transportation Gas mileage reimbursement/bus fair to out of town airports - \$150 Airport parking - \$25/day - \$125 Shuttle service - \$50 Public transportation - \$20 Taxi-ride sharing - \$150 Rental Car - \$500 + gas Hotel parking - \$25 per night	\$70	\$625
Estimated costs	\$1,739.50	\$4,407.50

D. Application and Submission Information

Application Assistance

TSLAC consultants are available to help throughout application development. For more information, contact Maria Freed, Workforce Development Consultant, by email at mfreed@tsl.texas.gov.

Request a Zoom link by emailing Maria Freed, mfreed@tsl.texas.gov.

Grant Management System (GMS) Access

TSLAC uses a grant management system or GMS that enables applicants to apply for grants electronically through a web portal at <https://grants.tsl.texas.gov>. Applications and required documents must be submitted in GMS by the due date to be eligible for consideration. To submit your application online, you must have an active GMS account. To create or activate an account, please have your library director submit a completed GMS Import Template (<https://www.tsl.texas.gov/ldn/grants/forms-tools>) to grants@tsl.texas.gov. The e-mail should reference “GMS Access” in the subject line. TSLAC staff will review the request and grant appropriate access.

If needed because of difficulty using the Internet or for other accessibility reasons, potential applicants may request paper copies of materials from the TSLAC Grants Team via e-mail at grants@tsl.texas.gov.

Application Components

The scholarship application consists of the following components to be **submitted in GMS** (unless noted):

- A. Annual Texas Workforce Scholarship Application.
- B. Detailed information on personnel who will be attending the conference.
- C. Detailed information on estimated costs for travel (e.g., anticipated air and vehicle travel, lodging, meals, and incidentals.) See “Annual Texas Workforce Conference Estimated Costs” in Section C for guidance.

- D. Application certification form signed by a governing authority. Print out form in GMS, get signatures, then upload in GMS. Please be aware that this form must be signed by an individual authorized to enter into contracts on behalf of your organization (e.g., county judge, city manager, library board chair, etc.)
Allow enough time to obtain this signature.

Other requirements

Before submitting an application, applicant organizations must have a current and active federal Unique Entity ID (UEI). The federal government uses a unique identifier for each entity (company, nonprofit, organization, etc.) that does business with the federal government.

If you are currently registered in SAM.gov, you've been assigned a SAM Unique Entity ID. It's viewable on your entity registration record in SAM.gov. If you have never registered at SAM.gov or have never applied for a grant with TSLAC or other state or federal agency, you will need to initiate the process of obtaining a SAM UEI at SAM.gov.

To get started registering your entity, to renew your registration, or for more information, visit [SAM.gov](https://sam.gov) or to refer to the [Quick Start Guide for Getting a Unique Entity ID](#), published by the U.S. General Services Administration (GSA).

Deadline and Submission

Completed applications and ***all*** required documents must be submitted in GMS **by 11:59 p.m. Central Time, Sunday, October 1, 2023**. *Please note that technical support will not be available after 5 p.m. on September 29, 2023.*

If you are unable to submit your application and/or required documentation via GMS, you may submit documents via mail, e-mail, or fax. Please send to the attention of: **2024 Scholarships, Library Development & Networking Division**, via e-mail to grants@tsl.texas.gov, fax at 512-936-2306, or mail to Library Development & Networking Division, TSLAC, P. O. Box 12927, Austin, TX 78711, (TSLAC street address: 1201 Brazos, Austin, TX 78701). *Required items must be postmarked no later than October 1, 2023.*

Late submissions may be considered for review on a case-by-case basis following the TSLAC protest procedures as outlined in Section F (13 TAC §2.55) and decision by the Director and Librarian.

Program Timeline

August 28, 2023	Guidelines released and application opens
October 1, 2023	Applications and required forms due in GMS
October, 2023	Application packets evaluated by review panel Applicants notified of review panel recommendations Memorandum of Understanding (MOU) are issued to recipients
November 3, 2023	Deadline to submit signed Memorandum of Understanding
November 2023	Stipends released. *Stipends will not be released without a fully executed MOU on file with TSLAC.

November 24, 2023	Deadline to submit travel confirmations
Nov 29-Dec 1, 2023	Annual Texas Workforce Conference
December 22, 2023	Scholarship participation survey due

E. Application Review Information

Criteria for Award

This scholarship program is competitive. The scholarship review panel will score proposals on the four criteria listed below (13 TAC §2.912). The maximum number of points for each category is shown.

The detailed scoring rubric that will be used the scholarship review panel is provided on the following pages.

1. Needs Assessment (50 points)

Provide details about the community (audience) you serve:

- Include information about your library's population and demographics.
- Describe any unique workforce needs facing the community your library serves.

2. Conference Impact (50 points)

Provide details about the impact attending the conference will have on library services and users:

- Provide details on how attendance at the Texas Workforce Conference will better equip your library to provide programs or services responsive to community needs.
- Include details about program or services designs that the library wishes to improve, begin, or learn about by attending the Texas Workforce Conference.

3. Budget (0 points)

In the narrative portion of the TSLAC GMS application:

- Include a detailed description of travel costs associated with attending the Texas Workforce Conference. Use the table provided on page 5 to determine these costs.
- Attach estimates for all travel costs listed in the narrative section.

In the budget table of the TSLAC GMS application:

- Put \$500 into the SERVICES budget category for your conference registration.
- In the TRAVEL budget category, use your travel estimates to request up to \$4,500 in travel funds. Should you be awarded a scholarship, TSLAC staff will use your estimates and the budget table on page 5 to determine and adjust your stipend amount if needed.

TSLAC Staff Responsibility

The Texas State Library and Archives Commission (TSLAC) staff will review each application packet for the following:

- Legal eligibility of the institution to participate in this scholarship program and appropriate authorizing signature
- Conformance to the federal and state regulations
- Inclusion of unallowable costs
- Errors in arithmetic or cost calculations
- Submission of all required forms
- Compliance with submission procedures and deadlines

Applications with significant errors, omissions, or eligibility issues will not be rated. Agency staff will be available to offer technical assistance to reviewers.

Scholarship Review Process

TSLAC will assign internal staff reviewers to score applications using the following process:

- (1) The reviewers will review all complete and eligible grant applications forwarded to them by agency staff and complete a rating form for each. Each reviewer will evaluate the proposal in relation to the specific requirements of the criteria and will assign a value, depending on the points assigned to each criterion.
- (2) The panel members must make their own, individual, decisions regarding the applications. The panel may discuss applications, but the panel's recommendations will be compiled from the individual assessments, not as the result of a collective decision or vote.
- (3) Reviewers may not discuss proposals with any applicant before the proposals are reviewed. Agency staff is available to provide technical assistance to reviewers. Agency staff will conduct all negotiations and communications with the applicants.

Decision Making Process

To be considered eligible for funding, an application must receive a minimum adjusted mean score of more than 60 percent of the maximum points available. To reduce the impact of scores that are exceedingly high or low, or otherwise outside the range of scores from other reviewers, agency staff will tabulate the panel's work using calculations such as an adjusted mean score.

- (1) Applications will be ranked in priority order by score for consideration.
- (2) If insufficient funds remain to fully fund the next application, the staff will negotiate a reduced scholarship with the next ranked applicant.
- (3) If the panel recommends funding an application that, for legal, fiscal, or other reasons, is unacceptable to the staff, a contrary recommendation will be made.

Funding Decisions

- (a) The agency staff will submit a recommended priority-ranked list of applicants for possible funding.
- (b) Applications will be evaluated only upon the information provided in the written application.
- (c) The agency staff will notify unsuccessful applicants in writing.

Scoring Rubric

Project Scoring Total in Two Areas: 100 points		
<p>Relevance and appropriateness of the project design and activities to the goals and purpose of the Special Projects grant program will be considered in the scoring of all criteria. Members of the LSTA Grant Review Panel may score each criterion as follows:</p> <p>0-1 points: Applicant response does not meet goals and purposes of this opportunity. 2-3 points: Applicant response partially meets goals and purposes of this opportunity. 4-5 points: Applicant response clearly meets goals and purposes of this opportunity.</p>		
1. Needs Assessment (Points: Raw score = 5 max, weight = 10; Final score = 50 max)		
<p>Provide details about the community (audience) you serve:</p> <ul style="list-style-type: none"> • Include information about your library's population and demographics. • Describe any unique workforce needs facing the community your library serves. 		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> • Applicant provides no information on audience population or demographics. • Applicant provides no information on any unique workforce needs facing their library community. 	<ul style="list-style-type: none"> • Applicant provides partial/some information on audience population or demographics. • Applicant provides partial/some information on unique workforce needs facing their library community. 	<ul style="list-style-type: none"> • Applicant provides detailed information on audience population or demographics. • Applicant provides detailed information on unique workforce needs facing their library community.
2. Conference Impact (Points: Raw score = 5 max, weight = 10; Final score = 50 max)		
<p>Provide details about the impact attending the conference will have on library services and users:</p> <ul style="list-style-type: none"> • Provide details on how attendance at the Texas Workforce Conference will better equip your library to provide programs or services responsive to community needs. • Include details about program or services designs that the library wishes to improve, begin, or learn about by attending the Texas Workforce Conference. 		
0-1 points	2-3 points	4-5 points
<ul style="list-style-type: none"> • Applicant provides no information or examples of how attendance at the Texas Workforce Conference will better equip them to support programs and services responsive to community needs. <p>Applicant provides no details about program or service designs the library wishes to improve, begin, or learn about by attending the Texas Workforce Conference.</p>	<ul style="list-style-type: none"> • Applicant provides partial/some information or examples of how attendance at the Texas Workforce Conference will better equip them to support programs and services responsive to community needs. <p>Applicant provides partial/some details about program or service designs the library wishes to improve, begin, or learn about by</p>	<ul style="list-style-type: none"> • Applicant provides detailed information or examples of how attendance at the Texas Workforce Conference will better equip them to support programs and services responsive to community needs. • Applicant provides detailed information or examples about program or service designs the library wishes to improve, begin,

	attending the Texas Workforce Conference.	or learn about by attending the Texas Workforce Conference.
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F. Award Administration Information

Notice of Recommendation for Award

Applicants will be notified of the scholarship review panel's recommendation for award via e-mail. The notification will also include protest procedures, which are outlined in this notice.

Protest Procedure — Texas State Library and Archives Commission, 13 TAC §2.55

(a) An aggrieved person who is not satisfied with a decision, procedure, or service received from the staff of the Texas State Library and Archives Commission or who is an actual or prospective bidder, grantee, or contractor aggrieved in connection with a solicitation, evaluation, or award may file a protest with the Director and Librarian in accordance with this rule.

(b) A protest must be submitted to the Director and Librarian within 21 days after the person knows or should have known of the matter which is protested. The Director and Librarian has the discretion to allow a protest filed after 21 days if the protestant shows good cause for the late filing or if the protest raises an issue significant to the general policies and procedures of the commission.

(c) The protestant shall mail or deliver a copy of the protest to all interested persons. The Director and Librarian will furnish a list of interested persons to a protestant. For protests of a competitive selection (bid, contract, or grant), interested persons shall include all persons who have submitted a bid, proposal, or application.

(d) A protest must be in writing and identified as a protest under this section, and contain the following:

- 1) A description of the protestant's interest in the matter
- 2) The issue(s) to be resolved and remedy(s) requested
- 3) The protestant's argument supporting the protest, including a statement of relevant facts and applicable law, specifying the statutes, rules, or other legal authority alleged to have been violated
- 4) The protestant's affirmation that facts set forth in the protest are true
- 5) A certification that a copy of the protest has been mailed or delivered to all interested persons

(e) Upon receipt of a protest conforming to the requirements of this section, the commission shall not proceed with the solicitation, award, or contract until the protest is resolved, unless the Director and Librarian makes a written determination that delay would harm the substantial interests of the state.

(f) The Director and Librarian has the authority to decide, settle, or resolve the protest and will make a written determination. The Director and Librarian may solicit written responses to the protest from other parties. The Director and Librarian shall inform the protesting party and other interested parties by letter of his determination, and how to appeal the determination to the commission.

(g) An interested party may appeal the determination of the Director and Librarian. An appeal must be in writing and conform to paragraphs (1) - (3) of this subsection:

- 1) The appeal must be received in the office of the Director and Librarian no later than 15 days after the date the determination is mailed to interested parties;

- 2) A copy of the appeal must be mailed or delivered by the appealing party to all interested parties and contain a certification of mailing or delivery;
- 3) The appealing party must state whether or not an opportunity is requested to make an oral presentation to the commission in open meeting.

(h) The Director and Librarian shall refer the matter to the commission for their consideration at an open meeting.

(i) The chair of the commission has the discretion to allow an appeal filed more than 15 days after the Director and Librarian's determination if the appealing party shows good cause for the late filing or if the appeal raises an issue significant to the general policies or procedures of the commission.

(j) An interested party may file a response to an appeal of the determination of the Director and Librarian no later than seven days after the appeal is mailed or delivered.

(k) Copies of the appeal and responses of interested parties, if any, shall be mailed to the commission by the Director and Librarian.

(l) The chair of the commission has the discretion to decide whether or not a request for oral presentations will be granted and will set the order and amount of time for oral presentations that are allowed. The chair also has the discretion to decide whether presentations and written documents presented by Commission staff and interested parties will be allowed.

(m) The commission will determine properly filed appeals and make its decision in open meeting. The commission shall vote to uphold or reverse the decision of the Director and Librarian. Failing a majority vote of a quorum of the commission, the Director and Librarian's decision is upheld. The commission's decision is final and not subject to judicial review under the statutes governing the commission.

(n) A decision issued either by the commission in open meeting or in writing by the Director and Librarian shall be the final administrative action of the commission.

(o) Documentation concerning a protest of a competitive selection is part of the commission's records series for that selection and is retained in accordance with the commission's approved records retention schedule.

Policy Requirements

TSLAC scholarship recipients are subject to the Texas Grant Management Standards (TxGMS) (<https://comptroller.texas.gov/purchasing/docs/grant-management-reader.pdf>) and federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (also known as the Uniform Guidance) (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>).

G. Contacts

TSLAC staff members are available during regular business hours (8 a.m.-5 p.m., Central) to assist with competitive grants.

Maria Freed, Workforce Development Consultant
 Phone: 512-463-5582
 E-mail: mfreed@tsl.texas.gov

Bethany Wilson, Grants Administrator
Phone: 512-463-5527
E-mail: grants@tsl.texas.gov

Dominic Gonzales, Grants Coordinator
Phone: 512-463-5581
E-mail: grants@tsl.texas.gov